



State of Maryland Executive Department

Martin O'Malley
Governor

Anthony Brown
Lieutenant Governor

Anne Sheridan
Executive Director

POSITION ANNOUNCEMENT PROGRAM & POLICY SPECIALIST

Recruitment Number 13-007740-002

The Governor's Office for Children operates under a vision that all of Maryland's children will be successful in life. GOC works with family organizations, state agencies, and community partners to ensure both the availability of resources our children need to thrive and the guidance necessary to maintain a pathway of success. GOC is seeking two intellectually curious, highly motivated individuals who can operate in a fast-paced environment. The successful candidates will have a proven record of working independently and delivering high quality results. The Program and Policy Specialist position requires a strong dedication to furthering the wellbeing of children, families, and communities in Maryland.

Position Description

As a Program and Policy Specialist, you will be a team member of a small agency with great responsibilities. The Program and Policy Specialist position provides professional, high level grant, contract, project and program administration, and policy expertise to programs and initiatives that support the success of Maryland's children.

This position requires proficiency across the spectrum of public policy and administration, including in-depth research, analysis, communication, project planning and coordination, and grant/contract management and oversight and monitoring. This position provides technical assistance and guidance to external stakeholders and represents the agency's mission, vision, goals and policy positions at key committees, councils and workgroups.

Qualifications

- Bachelor's (Master's preferred) degree from an accredited college or university, including coursework in political science, public policy, sociology, social work, or psychology.
- Candidates must be strong writers with a proficiency in Microsoft Office and Google applications.
- One to three years professional experience in public or non-profit program administration and policy research and analysis.
- An educational and professional focus on communications, including drafting, editing and reviewing publications, talking points, and social media strategies.
- An educational and professional focus on providing training and technical assistance to both internal and external stakeholders and community partners.

For more information on benefits and how to apply, please visit the Department of Budget and Management's State Online Employment Center: <http://jobsaps.com/MD/>. No telephone calls please.